South Carolina Department of Revenue

Motor Fuel Web-Based Reporting System

Terminal Operator Annual
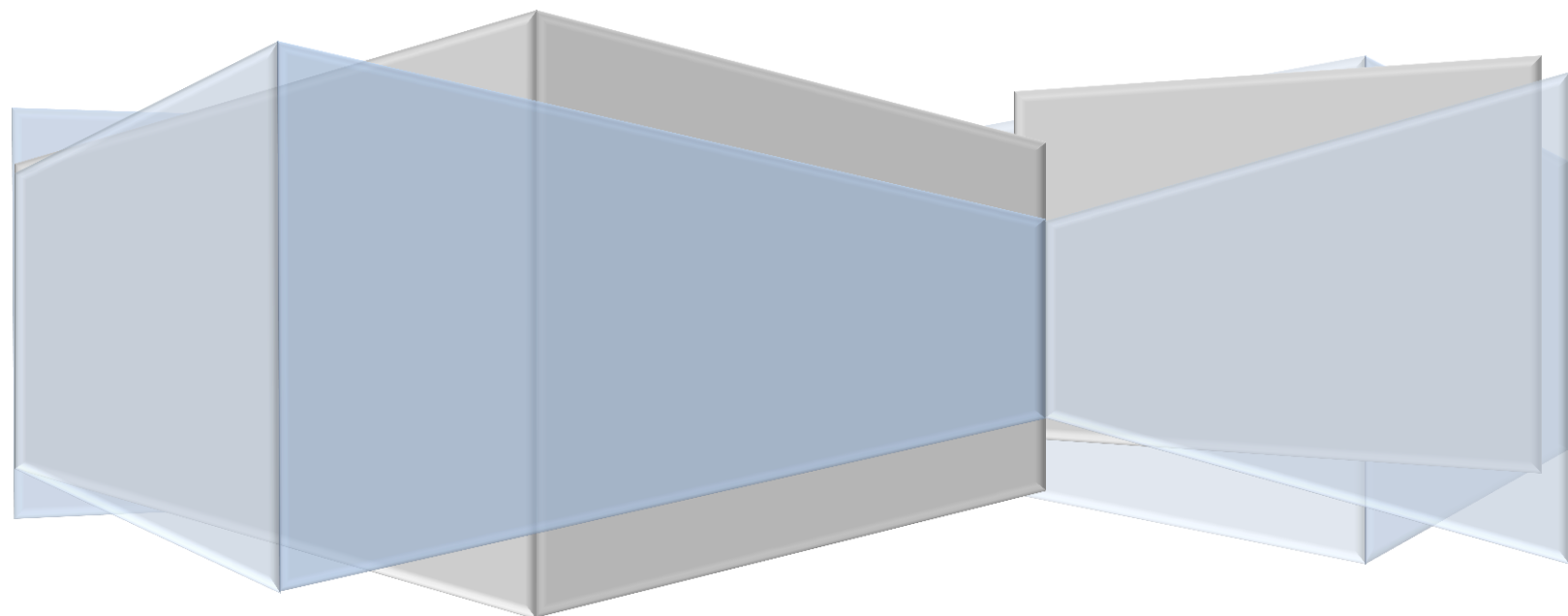
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INTRODUCTION

The South Carolina Department of Revenue has implemented a web-based system to provide filers of the Annual Terminal Operator Return the option to file returns and remit fees electronically at no charge.

Web filing of the Annual Terminal Operator Return is only available to terminal operators that have filed a complete calendar year of monthly terminal operator returns electronically either by EDI or Web filing. The annual return is generated by using the electronically filed monthly return information. No direct entry for the annual return is required.

Please note that filing via the web requires electronic payment of any user fees required to be remitted. Options will be available for payment by ACH credit and ACH debit only. No paper checks can be accepted for payment of liabilities reported on web filed returns. The payment method is required to be selected at the time of registration.

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

Gasohol- E01-E99 replaces "roll-up" product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.

Biodiesel- B01-B99 replaces "roll-up" product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.

Biodiesel- D01-D99 replaces "roll-up" product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.

Registration

To register for web filing, complete the D-155 Registration application located on our web site at www.sctax.org, select Motor Fuel/E-Services. If assistance is required with the registration process or payment type selection, please contact:

Electronic Services

Help Desk (Columbia area)	**803-896-1715**	Help Desk (Toll Free)	**1-800-476-0311**
E-mail Address	**edi@sctax.org**	FAX	**803-896-1779**
Mailing Address	**South Carolina Department of Revenue**		
	EFT/EDI Help Desk		
	Columbia SC 29214-0016		

Filing Returns

If assistance is required for filing motor fuel returns via the web-based system, please contact:

Motor Fuel Section

Filing Assistance	**803-896-1990**
E-mail Address	**motfuellic@sctax.org**

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To Sign In, you will need user Id and password from DOR Electronic Services.

Now you will need to change password.
Enter current password (password that was given)
Enter New password (create)
Confirm New Password
Click change password

Now change profile.
Enter current password (the new password that you choose)
Security Question: select from list
Enter Security Answer
Click update profile

Creating Return/Tax Session

Reminder: Web filing of the Annual Terminal Operator Return is only available to terminal operators that have filed a complete calendar year of monthly terminal operator returns electronically either by EDI or Web filing. The annual return is generated by using the electronically filed monthly return information. No direct entry for the annual return is required.

From the Tax Filing tab
Select Tax Sessions from dropdown list
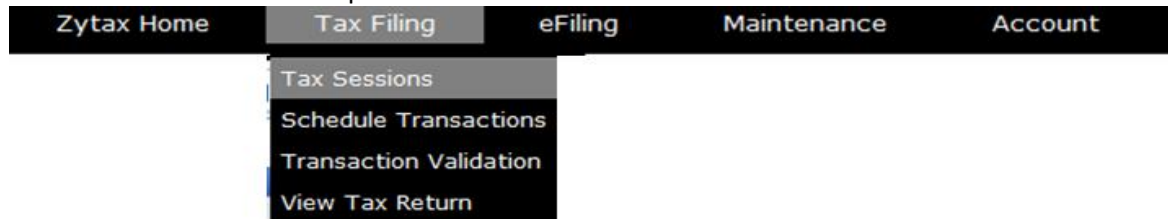
Click Add New Record
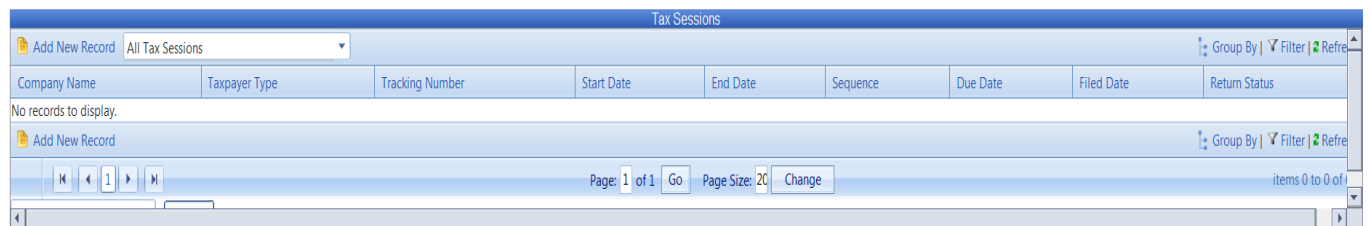
Select Annual Terminal Operator from the Taxpayer Type dropdown list.
Select the correct terminal code.
Enter the begin period covered date for the return (Jan 1, Year).
Click outside the entry field and the End Period Date will be populated.

Click the create session button.

Close out the Record inserted menu

Session Details
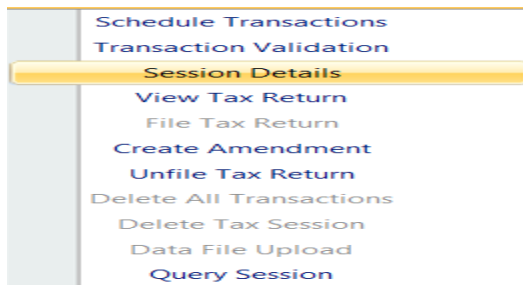
From the Tax Filing tab, select Tax Sessions
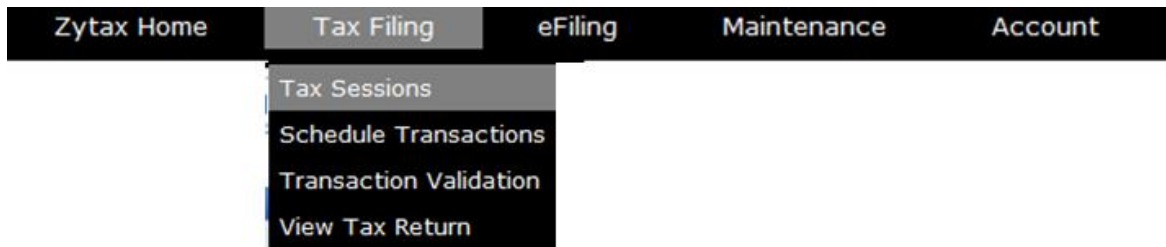
Right click on the row for the Annual Terminal Operator session that was added

	Taxpayer Type	Terminal Code	Start Date
Open Tax Sessions ▼			
	Annual Terminal Operator	T57SC2061	01/01/2013
	Annual Terminal Operator	T57SC2061	01/01/2012

From context menu, select Session Details

Select yes, which will include schedules
Click Save & Regenerate

The system will then show record updated

Session Details

Record updated.

Click the X button to close

Click refresh several times

Critical Schedule Errors	Return Generation Needed	Return Status
	Group By	Filter	Refresh		
0	Yes	Running
	Group By	Filter	Refresh		

items 1 to 1 of 1.

Until return status shows passed

Group By | Filter | Refre

Return Status
Passed

Right click on the row for the Annual Terminal Operator session that was added
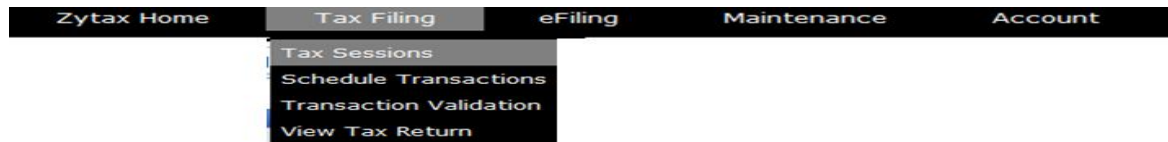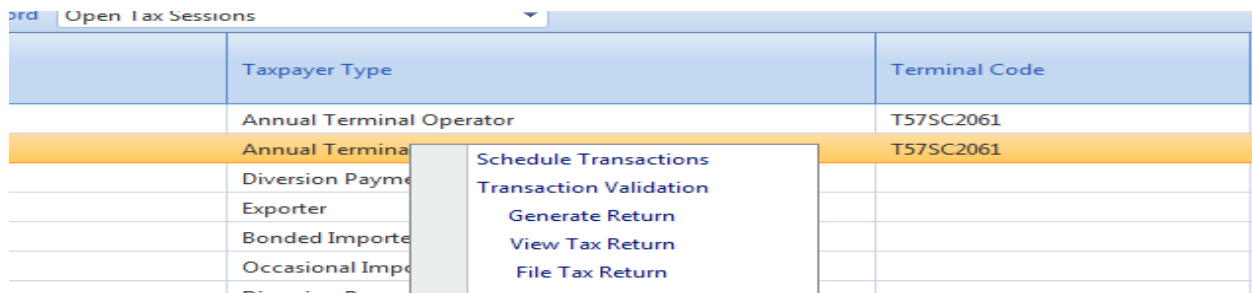From context menu, select View Tax Return

Schedule Transactions
Transaction Validation
Generate Return
View Tax Return
File Tax Return
Create Amendment
Unfile Tax Return
Delete All Transactions
Delete Tax Session
Data File Upload
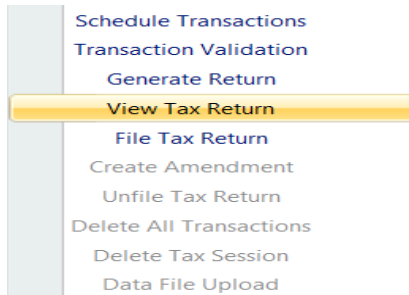
Review return.

☐   Original

1350   STATE OF SOUTH CAROLINA   L-2101
              DEPARTMENT OF REVENUE   (Rev. 10/19/11)
         MOTOR FUEL TERMINAL OPERATOR   4189
                ANNUAL RETURN

Mail to: SC Department of Revenue, Motor Fuel, Columbia, SC 29214-0132   This return is due February 26 of the next year

File Tax Return

From the Tax Filing tab, select Tax Sessions

Right click on the row for the Annual Terminal Operator session that was added
From context menu, select File Tax Return

Check the agree button
Click on Submit

Tax Return Confirm and filed

Creating Amended Return

Amended Annual Terminal Operator returns are only possible if one of more of the monthly returns is also amended. Contact the Motor Fuel Section for assistance file an amended return.